



THE INTERNATIONAL SCHOOL OF KUALA LUMPUR

The Society for the International School of Kuala Lumpur (PPM-001-10-15041965)
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JOB DESCRIPTION

September 2026

Job Title	IB Coordinator
Divisional Team	HS Leadership
Department/School	High School (HS)
Reports to	HS Principal
Hire type	Faculty

ABOUT ISKL

Vision: Know yourself, care for all, and create a better world.

Mission: We are an inclusive and dynamic community where passions, values, and competencies are cultivated to inspire learners to shape their path as global citizens.

Established in 1965, The International School of Kuala Lumpur (ISKL) has been a center of excellence in international education. ISKL is a co-educational, private, non-profit school responsible for the learning journey of over 1,700 students aged 3-18, representing over 60 nationalities, at its campus in the heart of Kuala Lumpur.

ISKL offers a robust international curriculum which combines leading North American educational frameworks with global best practice. The curriculum recognizes that students are on a lifelong learning journey and is driven by ISKL's purpose to prepare our students for life itself.

ISKL is the longest-running IB World School in Malaysia and has been authorized by the International Baccalaureate Organization to provide the prestigious International Baccalaureate Diploma Programme (IBDP) since 1989.

ISKL is also the only school in Malaysia to offer this range of high-quality, transdisciplinary pathways in High School that enable every learner to choose the curriculum best suited to their abilities, interests, and aspirations. Options available include PRAXIS (for Grade 9 students), Pursuits Program, the full IBDP, or a student-selected combination of individual IB, Advanced Placement, and High School Diploma courses. This flexibility creates global further education opportunities with ISKL's students receiving acceptances from leading universities worldwide.

ISKL is accredited internationally through the Council of International Schools (CIS) and in the United States through the Western Association of Schools and Colleges (WASC). Across its divisions, ISKL strongly focuses on service and sustainability and is a member of the Eco-Schools organization and the Green Schools Alliance.

JOB PURPOSE

The IB Coordinator is a pedagogical leader within the High School, responsible for leading the ongoing development, implementation, coherence, and quality of ISKL's International Baccalaureate Diploma Programme.

As a member of the High School Leadership Team, the IB Coordinator works collaboratively with the HS Principal, Assistant Principals, Teaching and Learning leaders, Curricular Area Leaders, counselors, and faculty to strengthen teaching, learning, curriculum, and assessment across the DP.

RESPONSIBILITIES inclusive but not limited to:

Pedagogical and Programme Leadership

- Serve as a member of the High School leadership team, contributing to the strategic direction of teaching and learning.
- Lead the ongoing development of the coherent, rigorous, and appropriately challenging IB programme.
- Promote effective implementation of IB pedagogical principles, including Approaches to Teaching, Approaches to Learning, the Learner Profile, international-mindedness, inquiry, and student agency.
- Collaborate with teachers and Curricular Area Leaders to strengthen curriculum, instruction, and assessment practices.
- Lead continuous programme improvement using student learning evidence, programme data, teacher experience, and feedback.
- Lead IB programme evaluation and ensure recommendations contribute to ongoing programme development.

Teacher Leadership and Professional Learning

- Build teacher capacity through coaching, collaboration, professional learning, and access to current IB resources.
- Lead professional learning related to IB pedagogy, curriculum, assessment, and programme developments.
- Support the induction and mentoring of teachers new to IB and ensure IB professional learning requirements are met.
- Serve as a pedagogical resource and thought partner for teachers, Curricular Area Leaders, and members of the HS Leadership Team.

Student Learning and Community

- Monitor student learning, achievement, participation, and programme outcomes to identify strengths and areas for improvement.
- Work collaboratively with counselors, teachers, students, and families to support appropriate programme pathways and student success.
- Provide leadership for the Extended Essay, Theory of Knowledge, CAS, Internal Assessments, and other Diploma Programme components.
- Communicate the philosophy, opportunities, expectations, and requirements of IB programmes to students, families, and faculty.
- Promote student independence, academic integrity, self-management, and ownership of learning.

Programme Stewardship and Operations

- Ensure effective implementation of IB policies, regulations, procedures, and programme requirements.
- Serve as ISKL's principal liaison with the International Baccalaureate.
- Oversee candidate registration, programme documentation, examinations, assessment procedures, access arrangements, and required deadlines.
- Manage IB programme budgets, resources, records, and professional-learning priorities.



- Coordinate and supervise the work of the Extended Essay Coordinator, CAS Coordinator, Outside Language Program Coordinator, and others supporting the Diploma Programme.
- Maintain current programme policies and documentation and ensure ISKL continues to meet IB standards and requirements.

General Leadership Responsibilities

- Participate fully as a member of the HS Leadership Team and contribute to broader High School decision-making.
- Maintain a visible and approachable presence with students, faculty, and families.
- Teach one section of a DP course, maintaining a direct connection to classroom practice and student learning.
- Perform other leadership responsibilities as assigned by the HS Principal.

Technical skills

- A deep understanding of the policies, procedures, and requirements of the IB program
- Teaching qualification and experience (including in DP programs).
- Successful coordinator experience (including in DP programs in an international school).
- Demonstrated ability to work effectively with groups (human relations skills).
- Highly energetic, enthusiastic, visible, approachable, and open-minded.
- Possess excellent data analysis skills.
- Excellent administrative skills.
- Excellent technical proficiencies.
- Excellent communication skills.

Personal attributes

- Emulate and excel in ISKL's culture by demonstrating empathy and care, commitment to collective efficacy beliefs in nurturing positive impacts on students' achievements (high expectations of self are an absolute necessity).
- Have the ability to interact well with all within the ISKL community, and be able to navigate and be respectful in multinational settings.
- Maintain a caring yet professional relationship with the students through respecting each student as an individual.
- Should be adaptable to changes in program requirements and adjust plans accordingly.
- Should be a self-starter, independent, problem-solver, flexible, hardworking and have the ability to be creative as an absolute team player.
- Be able to think creatively, communicate effectively, reason critically, collaborate constructively and learn enthusiastically.
- Demonstrated ability to develop community and generate trust while working with others.

Qualifications and experience preferred

- A bachelor's degree in education, curriculum and instruction or a related field
- Teaching experience in IB program
- Administrative experience

Important notes

Role holders are expected to be fully committed and supportive of ISKL's ongoing commitment to fostering, cultivating, and preserving ISKL Values by holding themselves accountable and by modeling this commitment in the execution of duties and responsibilities in ISKL.

This role profile describes the core output expected in this role. It does not encompass a comprehensive list of specific tasks, temporary activities, or projects initiated as a result of changing contexts. Agility and a growth mindset are expected of all our employees.



PROCEDURES

Application

Please apply on our [website](#) through the online application process.

For a teaching position, to begin your application process, please ensure that you are registered with either Search Associates, Schrole (Tes), and/or GRC (Global Recruitment Collaborative), then complete our online application form on our [website](#).

Interview

Only those short-listed for an interview will be contacted. The decision and notification of the successful candidate will be made as soon as the interview process is complete.

Candidates should be aware that in the event an exceptional applicant is identified early in the search process, ISKL reserves the right to make an appointment before the deadline. Interested candidates are therefore advised to apply as early as possible.

